

Recruiter School, MCRD, San Diego, CA

The Director, Recruiters School is responsible to the MCRC, Deputy Assistant Chief of Staff for Training for the content, quality, and conduct of all recruiting training provided by the school.

Conduct Recruiting Training

Formal Recruiting Training

Conduct a Basic Recruiter Course (BRC) for all potential canvassing recruiters and returning canvassing recruiters, six times per year.

Conduct Career Recruiter Course (CRC) for all potential career recruiters (8412Is), five times per year.

Conduct other formal courses as directed by Commanding General, MCRC.

Informal Recruiting Training

None

Supervise Recruiting Training

None

Develop Recruiting Training

Recruiters School's role in developing recruiting training is limited to the design, development, and update of the course materials required for the conduct of the formal courses taught in the schoolhouse.

Members of the Recruiters School faculty may be tasked to provide support to higher echelons within the Marine Corps Recruiting Command in the updating of existing training materials or the development of new training methods or products.

Mission

Basic Recruiters Course

"Conduct screening and entry level training for those Marines assigned to Recruiter School to qualify for the MOS of 8411 and assignment to Recruiting Duty"

Career Recruiters Course

"Conduct a comprehensive training program in order to provide the Career Recruiter with the knowledge and skills needed to become proficient in the primary MOS of 8412"

Recruiter School, MCRD, San Diego, CA

History

The first Recruiters School was established at MCRD Parris Island, South Carolina in 1947.

A second Recruiters School was activated at MCRD San Diego, California in October 1971. Schools operated on both coasts until August, 1972, when Recruiters School, MCRD San Diego became the Corps' only school for Marines assigned to Recruiting duty.

The first Basic Recruiter Course in San Diego began on 2 November 1971 with 9 instructors and 120 students. The school today has 21 instructors and more than 200 students per class.

Recruiters School moved to its present location, Building 27, in the spring of 1977. Initially occupying only the second deck, which had been a medical facility, the school expanded to include the first deck in 1985.

"If you forget everything else you learned here . . . You will be successful if you remember that you are Marines . . . "

Recruiter School, MCRD, San Diego, CA

Telephone Numbers

Duty Telephone Number

Commercial: (619) 524 - 1856

DSN: 524 - 1856

Fax Number

Commercial: (619) 524 - 6663

DSN: 524 - 6663

Command Group

Director

Commercial: (619) 524 - 1857

DSN: 524 - 1857

Sergeant Major

Commercial: (619) 524 - 1859

DSN: 524 - 1859

Chief Instructor

Commercial: (619) 524 - 1858

DSN: 524 - 1858

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Course Heads

8412 Career Recruiter Course

Commercial: (619) 524 - 0775 / 0773

DSN: 524 - 0775 / 0773

Recruiting Substation Operations

Commercial: (619) 524 - 1133

DSN: 524 - 1133

Operations and Evaluations Branch

Commercial: (619) 524 - 6650 / 6655

DSN: 524 - 6650 / 6655

Sales / Communications Skills

Commercial: (619) 524 - 6650 / 6655

DSN: 524 - 6650 / 6655

Marine Corps Product Knowledge

Commercial: (619) 524 - 6650 / 6655

DSN: 524 - 6650 / 6655

Quality Enlistment Procedures

Commercial: (619) 524 - 6650 / 6655

DSN: 524 - 6650 / 6655

Administration

Commercial: (619) 524 - 6651 / 6653 / 6655

DSN: 524 - 6651 / 6653 / 6655

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Supply

Commercial: (619) 524 - 1853

DSN: 524 - 1853

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Reporting Procedures

Marines Must Have

Complete Set of Orders

Copy of CMC Message Assigning them to Recruiter School

Detaching Endorsement from their Parent Command

Commanding Officer's Checklist

Service Record Book

Medical Records

Dental Records

Recruiter School, MCRD, San Diego, CA

Check-In Wednesday

Report to Recruiter School, MCRD San Diego, CA

Location

Administration Office

Recruiter School, MCRD San Diego, CA

Rear of Building 27, directly across from the Bowling Alley

Uniform

The Uniform is Service "C"

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Arriving Prior to Check-In Wednesday

Report to Billeting, MCRD San Diego, CA

Building 625 for Room Assignment

**Marines who report in early MUST still report to Administration Office,
Recruiter School on "Check-In Wednesday" in Service "C" Uniform**

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Administration and Logistics

Students assigned to Recruiter School from outside the San Diego Area are required to maintain a room, and will draw partial Per Diem.

Students assigned from MCAS Miramar, CA or MCRD San Diego, CA will not be assigned to a room, and will not receive Per Diem.

Per Diem is \$18.00 per day

\$10.00 per day for Messing

\$8.00 per day for Lodging

Government Lodging is available and DIRECTED

Government Messing is Available

Family Separation Allowance (FSA) of \$100.00 is paid to all Marines with dependents except those residing within a 50 mile radius of MCRD San Diego, CA

Marines within 50 miles of MCRD San Diego, CA do not receive (FSA)

Cost Of Living Allowance (COLA) is paid to all Marines arriving from Hawaii and Overseas Commands if dependents are still in Hawaii or Overseas

Advance Travel and Dislocation Allowance (DLA) is authorized if requested.

Only EMERGENCY administration or pay problems will be handled by the Recruiters School.

Travel Management Office (TMO), MCRD San Diego, CA will process PCS moves to ensure that it takes place in a timely fashion after graduation.

Sergeants and above will receive a "Not Observed" academic fitness report upon graduation from recruiters School.

Single Marines authorized BAH Own right (Single Rate) by their parent commands will receive the entitlement for only 30 days.

Assignments

District Assignments

1st District | 4th District | 6th District | 8th District | 9th District | 12th District

During Week 1, students submit their top 3 choices for District Assignment.

Marine Corps Recruiting Command assigns students to districts based on needs of the Marine Corps.

During Week 4, students find out which District they have been assigned to.

District Representatives travel to Recruiters School and assign students to one of 48 Recruiting Stations across the nation.

By Name Request: Students can contact the Sergeant Major of the RS they want to be assigned to. The RS may request the student "By Name."

By Name Requests are just that: "REQUEST" There is no guarantee that students will be assigned to a station or district just because they request it.

Recruiter School, MCRD, San Diego, CA

Eastern Recruiting Region

Commanding General MCRC Parris Island, SC

1st Marine Corps District

RS Albany

RS Buffalo

RS New Jersey

RS New York

RS Portsmouth

RS Pittsburgh

RS Springfield

Recruiter School, MCRD, San Diego, CA

4th Marine Corps District

RS Baltimore	(410) 397-0800
RS Charleston	(304) 757-5028
RS Cleveland	(440) 243-4010
RS Frederick	(310) 668-2025
RS Harrisburg	(717) 770-7291
RS Louisville	(502) 582-6600
RS Richmond	(804) 272-0494
RS Troy	(248) 269-9170

Select RS to E-mail the Sergeant Major and Recruiter Instructor

Recruiter School, MCRD, San Diego, CA

6th Marine Corps District

RS Atlanta

RS Columbia

RS Fort Lauderdale

RS Jacksonville

RS Montgomery

RS Nashville

RS Orlando

RS Raleigh

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Western Recruiting Region

Commanding General MCRC Parris Island, SC

8th Marine Corps District

RS Albuquerque

RS Dallas

RS Denver

RS Houston

RS Little Rock

RS New Orleans

RS Oklahoma City

RS San Antonio

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9th Marine Corps District

RS Chicago

RS Demoines

RS Indianapolis

RS Kansas City

RS Lansing

RS Milwaukee

RS Saint Louis

RS Twin Cities

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12th Marine Corps District

RS Los Angeles

RS Orange

RS Phoenix

RS Portland

RS Sacramento

RS Salt Lake City

RS San Diego

RS San Francisco

RS Seattle

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Class Dates

Basic Recruiter Course

Fiscal Year 2001

Class Number	1-01	2-01	3-01	4-01	5-01	6-01
Report Date	25-Oct-00	3-Jan-01	28-Feb-01	25-Apr-01	11-Jul-01	5-Sep-01
Graduation Date	14-Dec-00	22-Feb-01	19-Apr-01	14-Jun-01	29-Aug-01	25-Oct-01

Fiscal Year 2002

Class Number	1-02	2-02	3-02	4-02	5-02	6-02
Report Date	31-Oct-01	09-Jan-02	06-Mar-02	02-May-02	10-Jul-02	04-Sep-02
Training Day 1	05-Nov-01	14-Jan-02	11-Mar-02	07-Apr-02	15-Jul-02	09-Sep-02
By Name Requests Due	16-Nov-01	25-Jan-02	22-Mar-02	17-May-02	26-Jul-02	20-Sep-02
Student Assignments Due	23-Nov-01	31-Jan-02	29-Mar-02	24-May-02	06-Aug-02	27-Sep-02
District's Visits	27-Nov-01	07-Feb-02	04-Apr-02	30-May-02	08-Aug-02	03-Sep-02
Graduation Date	20-Dec-01	28-Feb-02	25-Apr-02	20-Jun-02	29-Aug-02	24-Oct-02

Fiscal Year 2003

Class Number	1-03	2-03	3-03	4-03	5-03	6-03
Report Date	30-Oct-02	08-Jan-03	05-Mar-03	30-Apr-03	09-Jul-03	03-Sep-03
Training Day 1	04-Nov-02	13-Jan-03	10-Mar-03	05-May-03	14-Jul-03	08-Sep-03
By Name Requests Due	14-Nov-02	23-Jan-03	20-Mar-03	15-May-03	24-Jul-03	18-Sep-03
Student Assignments Due	21-Nov-02	29-Jan-03	27-Mar-03	22-May-03	31-Jul-03	25-Sep-03
District's Visits	26-Nov-02	06-Feb-03	03-Apr-03	29-May-03	07-Aug-03	02-Oct-03
Graduation Date	19-Dec-02	27-Feb-03	24-Apr-03	19-Jun-03	28-Aug-03	23-Oct-03

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Career Recruiter Course

Fiscal Year 2001

Class Number	1-01	2-01	3-01	4-01	5-01
Report Date	21-Jan-01	18-Mar-01	13-May-01	29-Jul-01	23-Sep-01
Training Day 1	22-Jan-01	19-Mar-01	14-May-01	30-Jul-01	24-Sep-01
Achieve Global Start	06-Feb-01	03-Apr-01	29-May-01	14-Aug-01	09-Oct-01
Achieve Global Complete	13-Feb-01	10-Apr-01	05-Jun-01	21-Aug-01	16-Oct-01
Graduation	22-Feb-01	19-Apr-01	14-Jun-01	30-Aug-01	25-Oct-01

Fiscal Year 2002

Class Number	1-02	2-02	3-02	4-02	5-02
Report Date	20-Jan-02	24-Mar-02	19-May-02	28-Jul-02	22-Sep-02
Training Day 1	21-Jan-02	15-Mar-02	20-May-02	29-Jul-02	23-Sep-02
Achieve Global Start	05-Feb-02	09-Apr-02	04-Jun-02	13-Aug-02	08-Oct-02
Achieve Global Complete	13-Feb-02	16-Apr-02	11-Jun-02	20-Aug-02	16-Oct-02
Graduation	21-Feb-02	25-Apr-02	20-Jun-02	29-Aug-02	24-Oct-02

Fiscal Year 2003

Class Number	1-03	2-03	3-03	4-03	5-03
Report Date	15-Jan-03	23-Mar-03	18-May-03	27-Jul-03	21-Sep-03
Training Day 1	26-Jan-03	24-Mar-03	19-May-03	28-Jul-03	22-Sep-03
Achieve Global Start	11-Feb-03	08-Apr-03	03-Jun-03	12-Aug-03	07-Oct-03
Achieve Global Complete	18-Feb-03	15-Apr-03	10-Jun-03	19-Aug-03	15-Oct-03
Graduation	27-Feb-03	24-Apr-03	19-Jun-03	28-Aug-03	23-Oct-03

1. Letter of Instruction is to be distributed no later than 1 month prior to the class convening date.
2. Nominations for each class are due to the Chief Instructor no later than 2 weeks prior to class convening.
3. Welcome Aboard Packages will be sent to participants 2 weeks prior to class convening.
4. Commanding Officer's Checklists are due to the Sergeant Major by close of business of the Thursday prior to class convening.

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Career Planner Course

Fiscal Year 2001

Class Number	1-01	2-01	3-01	4-01	5-01
Report Date				10-Sep-01	
Training Day 1				11-Sep-01	
Graduation				25-Sep-01	

Fiscal Year 2002

Class Number	1-02	2-02	3-02	4-02	5-02
Training Day 1	05-Nov-01	14-Jan-02	11-Mar-02	06-May-02	09-Sep-02
Report Date	06-Nov-01	15-Jan-02	12-Mar-02	07-May-02	10-Sep-02
Graduation	20-Dec-01	28-Feb-02	25-Apr-02	20-Jun-02	24-Oct-02
Class Number	RCP 1-02	RCP 2-02			
Training Day 1	28-July-02	18-Aug-02			
Report Date	29-Jul-02	19-Aug-02			
Graduation	09-Aug-02	30-Aug-02			

Fiscal Year 2003

Class Number	1-03	2-03	3-03	4-03	5-03
Training Day 1	04-Nov-02	13-Jan-03	10-Mar-03	05-May-03	08-Sep-03
Report Date	05-Nov-02	14-Jan-03	11-Mar-03	06-May-03	09-Sep-03
Graduation	19-Dec-02	27-Feb-03	24-Apr-03	19-Jun-03	23-Oct-03
Class Number	RCP 1-03	RCP 2-03			
Training Day 1	20-July-03	10-Aug-03			
Report Date	21-Jul-03	11-Aug-03			
Graduation	01-Aug-03	22-Aug-03			

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Course Overview

Basic Recruiter Course

Formal MOS School (8411)

6 Classes Per Year - 7 Weeks Duration - 37 Training Days -280 Hours Of Instruction

Average Class Size is 220 - Maximum Capacity is 240

732 Learning Objectives

Written Exams

Performance Evaluations

Communications Skills - Professional Selling Skills CORE - Telephone Techniques

Benefit Tags - High School Talk Performance

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Career Recruiter Course

Formal MOS School (8412)

5 Classes Per Year - 5 Weeks Duration - 25 Training Days -179 Hours Of Instruction

Average Class Size is 30 - Maximum Capacity is 32

479 Learning Objectives

Written Exams

Performance Evaluations

Communications Skills - Present a Lesson - Leadership Credo

Once Marines are assigned the interim 8412 MOS, they must attend the Career Recruiter Course within 1 year.

Recruiter School, MCRD, San Diego, CA

Gear List

Marine Corps Issue Items

Three (3) Short Sleeve Khaki Shirts

One (1) Long Sleeve Khaki Shirt

(Creighton / Flying Cross Shirts are HIGHLY recommended, but not required)

One (1) Neck-tie with Clasp

Two (2) Service Trousers (Men)

Two (2) Dress Trousers (Dress Blue, Men)

Two (2) Camouflage Utility Uniforms

Service Trousers (Women)

Dress Trousers (Dress Blue, Women)

Skirts (Women)

Neck Tabs Green and Black (Women)

Service Cap, Frame, White and Service Crown

Garrison Cap

Combat Boots (Broken In)

Dress Shoes (Men)

Dress Shoes (Women-Oxford)

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PT Gear

Standard Issue General Purpose Trunks (Green Only)

Standard Issue Undershirt (Green Only)

Standard Issue Sweat Suit (Green Only)

Running Shoes (Broken In)

Appropriate Civilian Attire

Appropriate Civilian is defined as "Equivalent to the Uniform of the Day"

The Uniform of the Day is Service "C"

Alternate Uniform of the Day is Blue Dress "D"

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Miscellaneous Items

Pocket Calculator

Pens - Pencils - Highlighters

3 X 5 Index Cards (750)

Notebook (8.5 X 11)